



DEPARTMENT OF THE ARMY
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
PRESIDIO OF MONTEREY
MONTEREY, CALIFORNIA 93944-5000

REPLY TO ATTENTION OF

ATZP-DOP

20 Dec 2019

MEMORANDUM FOR: SERVICE PROGRAM MANAGERS (SPM)

SUBJECT: FY19 DoD Command Language Program of the Year Competition

1. The Department of Defense (DoD) Command Language Program of the Year (CLPoY) competition is designed to recognize outstanding Command Language Programs and reward them for their accomplishments.
2. In order to make the CLPoY competition as impartial as possible, we request that you use the following guidelines to evaluate the nominations:
 - a. The rating period will encompass all of FY19 (1 Oct 2018 to 30 Sep 2019). **Announce the program to all of your subordinate units with registered CLPs as soon as possible.** This will give the CLP Managers (CLPMs) the chance to collect data to support their nominations. In addition, the CLPMs will benefit by having an end-of-year roll-up of their CLPs.
 - b. As a result of input from CLPMs and Commanders, Joint Language Centers (JLC) will not be allowed to compete for the award. However, units subordinate to the JLCs may submit nominations. Forward nomination packets to any other interested CLPMs/Commanders that this announcement might not otherwise reach.
 - c. Emphasize that the nomination packets must be forwarded to the SPMs and not to DLIFLC. **Nominations sent directly to DLIFLC will be returned to the unit.**
 - d. **The SPMs must select a finalist for their Branch of Service and forward that nomination to DLIFLC NLT 10 Jul 2020.** The DLIFLC selection panel will only consider the 12-page nomination packet when assessing the finalists. The panel will not consider any additional supporting documentation. You may, however, request additional documentation from nominated units for your own use if you are unable to verify the information included in the nomination packets.
 - e. Incomplete nominations, nominations received after the **10 July 2020 deadline**, or duplicate nominations from one branch of Service will not be considered.
 - f. Winning CLPMs from each Service (or a representative) must be present at the DLIFLC Advanced Command Language Program Workshop in August 2020. In addition to being recognized, CLPMs will present a 10-15 minute "Best Practices" briefing to their workshop colleagues. Briefings will be presented using MS PowerPoint – briefings will be due to the POCs in paragraph 3 below **NLT 14 Aug 2020.**

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3. Submission Procedures. Service Program Managers will submit one nomination packet via email or hardcopy to the following DOD Command Language Program Management Office POCs:

Mr. J. Frank Everson: jene.f.everson.civ@mail.mil

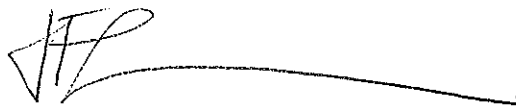
Commandant, Defense Language Institute Foreign Language Center

ATTN: ATZP-DOP (DCSOPS-CLP Mgmt Office)

1759 Lewis RD, BLDG 614, STE 251

Presidio of Monterey, CA, 93944.

4. POC this memorandum is the undersigned at DSN 768-7341; COMM (831) 242-7341, email jene.f.everson.civ@mail.mil or jene.everson@dliflc.edu.

A handwritten signature in black ink, appearing to be 'JFE', followed by a long horizontal line extending to the right.

J. Frank Everson
Director, DOD CLP Management Office